

**STATEMENT OF WORK**  
**FOR GUARD SERVICE**  
**AT PALEHUA SOLAR OBSERVATORY, OAHU, HAWAII**

**1. GENERAL INFORMATION:**

a. **Scope of Work.** The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items necessary to perform Guard Service as defined in this performance work statement (PWS), except as specified in Section C-3 as Government-furnished property and services, at Palehua Solar Observatory. The contractor shall perform to the standards in this contract.

b. **Location.** The observatory is located in the Waianae Mountain Range on Palehua Road above Makakilo, Oahu, Hawaii. The observatory consists of seven buildings on approximately five acres of land. The site is enclosed by a six-foot chain link fence, topped with barbed wire outriggers.

c. **Preservation of Facility and Property:** Contractor shall be responsible for all damages resulting from Contractor's operation and shall be reported to the QAE upon occurrence. Any damage resulting from the Contractor's operations shall be repaired to match existing within seven calendar days upon notification from the Contracting Officer and at no additional cost to the Government. Repair shall be equal to or better than the original condition and be subjected to approval of the QAE.

## 2. **PRINCIPAL FEATURES:**

a. **Personnel.** The security guards must be able to read, write, speak, and understand English. Guards shall present a neat appearance and wear a uniform of the type normally worn in commercial guard services. Uniforms shall be furnished by the contractor.

1) Prior to performing initial duties, each guard needs to be trained by a fully qualified and experienced guard so that they understand their duties and location of fire alarms, time clocks, smoking areas, eating areas, etc.

b. **Physical Security.** The contractor shall be responsible for safeguarding all Government property provided for contractor use. The items are as listed below:

<u>NAME</u>	<u>QUANTITY</u>
Desk	1
Chair	1
Security Guards Binder	1
Television/VCR	1 each
DETEX Time Clock	1
Desktop Computer and Printer	1 each
Telephone	

c. **Government-Furnished Facilities.** Building 201, room 10 will be used as a work area. Building 203, has dining and kitchen facilities. Guard has access to a refrigerator for storage of meals and drinks, and a microwave to heat meals.

c. **Key control.** The contractor shall establish and implement methods of making sure all keys issued to the contractor by the Government are not lost or misplaced and are not used by unauthorized persons. The contractor shall not duplicate any keys issued by the Government. The contractor shall immediately report to the QAE or contracting officer any occurrences of lost or duplicated keys.

d. **Lock Combinations.** The contractor shall control access to all Government provided lock combinations to preclude unauthorized entry.

e. **Normal Hours of Operation.** The contractor shall perform the services during the following hours: 6:00 pm to 7:00 am from 1 Oct to 31 Mar and 7:00 pm to 6:00 am from 1 Apr to 30 Sept each day, seven days per week regardless of holidays, weather, or road conditions.

f. **Air Conditioning unit.** Employees shall not adjust mechanical equipment controls for heating, ventilation, and air conditioning systems.

g. **Records.** The contractor shall be responsible for creating, maintaining, and disposing of the SOW. Contractor will supply the time punch sheets for DETECT time clock. The government will supply the AF Form 2432, Record of Key Issue.

h. **Contractor furnished items.** Except for those items or services specifically stated as Government furnished, the contractor shall furnish everything needed to perform this contract according to all its items. The contractor will ensure the following items are furnished. This list is not all inclusive of the contractor-furnished items and services required to perform the contract.

- 1) Time clock punch forms (DETEX Corp., Dial number STC-75).
- 2) Flashlight(s) and batteries. Minimum one per guard, size and type as determined by contractor.
- 3) Uniforms with nametags.

### **3. SPECIFIC TASKS**

a. **Conduct rounds.** The guard shall make hourly rounds on foot and perform the following specific tasks:

- 1) Verify the site gate is locked.
- 2) Verify the entry doors to buildings 200, 201, 203, 204, 210 and 218 are locked.
- 3) Verify that no smoke or fire is coming from any equipment or building.
- 4) Verify that illegal entry into the site hasn't occurred or suspicious items haven't been left on the site by walking the perimeter fence and around all buildings.
- 5) Punch time clock, once each hour, during patrol activities. Time clock is located in building 204.
- 6) Annotate round completion on computer based form with times and comments.
- 7) Sign for the lockbox and site keys at the beginning and end of each shift on AF Form 2432 Key Issue Log.

b. **Confront Intruders.** Guards shall prevent unauthorized entry and/or any attempted unauthorized entry to the site to the best of their ability at all times without exposing themselves to undue risk. Should either occur, the guard shall follow procedures listed in the Security Guard's Continuity Binder.

c. **Detect/Fight Fires.** Guards shall follow the procedures listed in the Security Guard's Binder if smoke or fire is detected. Do not risk life or limb to put out a fire.

d. **Electrical Power failure.** Guards shall follow the procedures outlined in the Security Guard's Continuity Binder in the event of an electrical power failure.

e. **Turn in time clock forms.** The guard will provide the complete punch forms to the Chief, Solar Observatory Operations on a weekly basis.

f. **Maintain a guards log.** This log shall include, but is not limited to, the items listed below.

- 1) Document the time of each entry into the log.
- 2) Document telephone contacts between the guard's dispatcher and the guard.
- 3) Document all incoming messages (weather advisories, message center, etc.) and names of Det 5, 55th SWXS (AFWA) personnel contacted.
- 4) Document routine patrol activities.
- 5) Document all unusual occurrences.
- 6) Document all items deemed pertinent to the Contracting Office.

g. **Notification Procedures.** In the event of fire or smoke, intruders, power failures, emergency telephone calls, or any unusual events, notify the following individuals in the order listed. Telephone numbers are listed in the Security Guard's Continuity Binder.

Commander, Det 5, 55th SWXS (AFWA).

Chief, Solar Observatory Operations.

h. **Clean Area.** Guards shall clean their immediate work area at shift termination, ensuring a neat and tidy work area. Guards shall clean all kitchen utensils and equipment if used (e.g., microwave, sink, stove).

i. **Prohibited Activities.** Under no circumstances will guard use the copier, fax or computer equipment. Telephones will not be used for personal use.